



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

NOVEMBER 15, 2011

#98-11

VACANCY ANNOUNCEMENT

DEPARTMENT: ACCOUNTING
POSITION: GRANT/CONTRACT SPECIALIST
SALARY RANGE: \$47,000 TO \$51,000
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

Under general supervision, performs professional accounting work of moderate difficulty. Primarily responsible for maintaining compliance and accounting records related to special revenue fund programs. Responsible for providing technical, accounting and compliance guidance to program level staff. Works closely with staff from a wide variety of departments. Responsible for coordination with the program directors for all matters related to compliance and reporting.

KNOWLEDGE, CERTIFICATION, SKILLS AND ABILITIES:

- Associate's Degree and 2 years' experience in grants administration and accounting required. Bachelor's degree preferred.
- Knowledge of grants financial record keeping and reporting procedures required.

SKILLS REQUIRED:

- Strong computer skills with experience in word processing, spreadsheets, and databases.
- Principles and practices of governmental fund accounting.
- Strong project management skills.
- Strong organizational skills.
- Strong written and verbal communication skills.
- Strong interpersonal communication skills.
- Accurate and detail-oriented.
- Strong problem solving skills.

ABILITIES REQUIRED:

- Displays leadership quality and the ability to manage all situations.
- Analyze financial records and recommend corrective actions.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Prepare and maintain financial records.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Communicate effectively, both verbally and in writing.
- Maintain high confidentiality.
- Independently manage multiple tasks in professional manner.
- Maintain a professional demeanor.
- Manage a variety of federal programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Applies principles of accounting to analyze financial information and prepare financial reports.
- Prepares audit schedules and work papers for all special revenue fund programs, as requested.
- Preparation of schedule of "Federal Financial Assistance" for inclusion in annual audit.
- Primary responsibility for executing cash draws for special revenue fund programs and maintenance of tracking system.
- Preparation of all regulatory reports for special revenue fund programs assigned and maintenance of tracking system.
- Primary responsibility for maintenance of program files for each special revenue fund program.
- Review and understand all the details of the grant or contract once it has been approved.
- Responsible for establishing and operating a monitoring system for all tribal grants or contracts to ensure reports are submitted on time by all program directors.
- Responsible for the accuracy of the financial statements of the special revenue funds.
- Provide technical assistance to program directors related to modifications, scope of work and reporting requirements.
- Assist in the preparation of internal management reports for grants and contracts.
- Correspondence with funding agencies, as required.

- Responsible for month-end close of all records for special revenue fund programs.
- Primary responsibility for all financial compliance issues related to special revenue funds programs.
- Occasional overnight travel for meetings and continuing education.
- Other duties as assigned by the Chief Financial Officer as it relates to the grants and contracts.

Physical Demands:

Must be able to communicate using written, oral and computer methods. Must be able to operate computer equipment.

Working Environment:

Office and/or outdoor work environment. Must be flexible with work schedule. Occasionally must deal with angry or hostile individuals. Occasional overtime required.

Disclaimer and Conditions of Employment:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel classified.

Conditions of employment with the Colorado River Indian Tribal Government include passing a pre-employment drug test, a background investigation and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.

